

# Los Alamos

NATIONAL LABORATORY

## memorandum

*Security and Safeguards Division*

*S-6, Information and Personnel Security Group*

*To/MS:* Master Management Distribution  
Administration & Support Distribution

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### **SUBJECT: ANNUAL REFRESHER BRIEFINGS**

We continue to solicit your help ensuring employees (and contractors) remain current in security awareness training. In accordance with DOE Order 470.1, Chapter IV, access to security areas, classified information, and special nuclear materials is affected by the status (completion) of security awareness briefings (courses #1425 and #8480 for Training Plan #729). Training Plan #729 is required for all L- or Q-cleared employees and contractors.

When course #1425 is allowed to expire, we continue to manually restrict access through S Division-controlled automated access control points (badge readers). This process will be automated when we turn on the new badging system next month. Further, no one will be allowed to receive the new DOE standard badge if training plan #729 is incomplete or expired.

To facilitate notification, the Employee Development System (EDS) will continue to send "notices" to the employee and the employee's line manager at 60 days prior to expiration and on the day of expiration of course #1425. We would like to encourage your support and that of your training generalists to stay abreast of these requirements to prevent your employees being denied access to their worksites.

In addition to EDS notifications, Data Warehouse provides "Quick Reports" to track employee compliance with training plan #729. Further, a "subscription" service is available which will automatically e-mail line managers (or designees) employee status at a frequency specified by the requester. These reports and subscription service can be a great benefit to you and your training generalists in tracking employee compliance in preparation for next week's DOE HQ security audit and in anticipation of the start of our rebadging effort. With this service now available, we will no longer attempt to mail hard copy delinquency notices to Laboratory managers or OSSOs.

See your training generalist if you do not know how to obtain these Data Warehouse reports or do not know how to enroll in the automatic subscription service. If requested, I could e-mail or fax a simple step-by-step process to obtain the Data Warehouse reports or procedures for enrolling in the subscription service.

Thanks for your assistance in helping us maintain a compliant security awareness program!

Cy: S-6 File